

**INSTRUCTIONS FOR CHANGING NAME/ADDRESS INFORMATION FOR STATE CONTRACTEES RECEIVING PAYMENTS THROUGH DEPARTMENT OF MANAGEMENT AND BUDGET (DMB)**

All Vendors with contracts with the State of Michigan must now contact the DMB directly to change name or address information. After you have notified Steve Creamer (Loan Repayment Program Specialist) at 241-9946 with your name/address change, you must contact the DMB in one of the following ways :

**I. FAX the DMB** at 517/373-6458 and provide the following information:

1. Your Soc Security Number
2. Your Name and Address of original contract.
3. Your New Name and/or New Address (and brief explanation; ie, marriage, moved, etc)
4. A contact number where you can be reached (daytime number).
5. Sign this faxed document, as many clerks require a signature.

**OR**

**II. CALL the DMB** at 517/373-4111 or 888/734-9749 and provide the above information.

**OR**

**III. EMAIL the DMB** at [dmb-vendor@state.mi.us](mailto:dmb-vendor@state.mi.us) and provide the above the information.

It is suggested that you call the DMB before you Email or Fax this change, as it is best to work with an individual by name. Then, after you fax or Email the change, call this person in ten working days to make sure this change has been made and is now in the MAIN vendor system. If you are not given courteous and expeditious service, please contact me at 517/241-9946 or at [creamers@michigan.gov](mailto:creamers@michigan.gov)

Be sure to promptly make this change, as failure to do so may result in a significant delay in your next semiannual payment. Clerks may vary in the method they prefer you to change this information, so please work with one clerk throughout the process.